The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies, and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment: Thailand

Host Institute: United Nations Development Programme

Volunteer Category: National Specialist

Number of Volunteer: 1

Duration: 12 months

Expected Starting Date: Immediate

Duty Station: Bangkok [THA]

Assignment Place: Family Duty Station

Assignment Place Remark

The applicable Volunteer Living Allowance (VLA) is provided monthly to cover housing, utilities, and normal cost of living expenses. The average monthly Volunteer Living Allowance for Bangkok Duty Station, as of July 2020, for a National UN Volunteer Specialist is THB 47,507 per month.

Life, health, and permanent disability insurance are included (health insurance for up to 3 dependents).

The selected candidate of this UNV assignment will receive a UN Volunteer contract and serve full time throughout the duration of the assignment.

Living Conditions

Thailand is located in Southeast Asia. The climate is tropical, with the monsoon season running from May/June through October/November. Bangkok is the capital of Thailand, and it is also the most populated city in the country. It is located in the Chao Phraya River delta in the central part of the country. Over the past decades, Bangkok has grown rapidly with little urban planning or...
regulation. This has led to traffic congestion and air pollution, and there is frequent flooding of streets during the rainy season in the City’s low-lying areas.

The cost of living in Thailand is relatively low, as compared to many other capitals in Southeast Asia. Housing is widely available in various sizes and at various price points. Private healthcare in Thailand is of excellent standard, and there are numerous top hospitals in Bangkok, which fall far below countries like the US in terms of price. There are numerous high-quality international schools available in Bangkok, with English as the language of instruction. Bangkok has different public transportation options, including the BTS Skytrain and MRT Underground, metered taxis, mobile-based ride-hailing services (Grab, All Thai Taxi, etc.), tuk tuks, motorbike taxis, buses and boats.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

**Assignment Title**

Research and Coordination Assistant (Promoting Tolerance and Respect for Diversity)

**Organizational Context & Project Description**

The United Nations Development Programme (UNDP) has been a trusted partner of the Royal Thai Government and the people of Thailand for more than 50 years. As part of the UN Country Team, UNDP aims to advance inclusive, sustainable and human-centred development for all people in Thailand.

UNDP supports Thailand’s efforts to build an inclusive sustainable society in which everyone has access to quality services and can participate in making decisions that affect their lives. UNDP works with the government, civil society, private sector and the Thai public to help find solutions to persistent development challenges and to achieve the Agenda 2030 for Sustainable Development (SDGs) through technical support on governance issues, such as gender equality and social inclusion, social cohesion, transparency and good governance, public innovation, biodiversity conservation, and climate adaptation. This support includes developing human and institutional capacities, sharing the UN’s knowledge and experience, demonstrating solutions, building partnerships and raising funds for development. In all our activities we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable communities.

This UNV assignment is under the overall guidance of Programme Specialist/Team Leader, Democratic Governance and Social Advocacy Team, UNDP Thailand Country Office (CO) and close supervision of the Project Manager, the Research and Coordination Assistant will assist in the research and data collection, coordinating, interpretation/translation, administration, logistical services, to ensure consistency of operations with UNDP rules and regulations. The person is expected to provide research and coordination support towards UNDP’s interventions in promoting tolerance and respect for diversity in Thailand. The Research and Coordination Assistant works in collaboration with the operations, programme and project staff in the UNDP Thailand CO and UNDP Bangkok Regional Hub (BRH) to exchange information, ensure consistent services delivery, knowledge data organised and prepared.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of project managers, the UN Volunteer will undertake the following tasks:

**Summary of Key Functions:**

1) **Research Assistance**
   - Conduct desk research in the areas of violence, peace and conflict, justice, community resilience, social inclusion, national security policy and national development plan or others as assigned;
   - Produce a comprehensive data set (extract, input, copy and filing data) from various sources in electronic file;
   - Edit and prepare reports and translate documents;
   - Take meeting minutes in programme and project meetings;
2) Provide effective and efficient support in coordination, administration, travel arrangements focusing on the achievement of the following results:

- Provide organization and coordination support for international and external meetings with other teams and external bodies (UN Agencies, Government, Civil Society, etc.), as well as efficient interpretation/translation (Thai-English and vice versa) when required;
- Liaising and communicating with stakeholders as required to support the operation of an effective and efficient organization of workshop/event/conference/series of meetings and training;
- Provide administrative support to National Chief Technical Advisor and Project Manager, in organizing official travel arrangements, goods and service delivery;

3) Provide secretarial services focusing on the achievement of the followings:

- Maintain effective filing system to maintain all hard and electronic files, reference materials and confidential records as required;
- Prepare minutes of meetings, write official communications, proof-read outgoing communications, and translate documents;
- Prepare documents, agendas and materials related to meetings and missions; and
- Perform other duties as assigned;

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Smooth implementation of event planned activities, accurate flow of information, good analysis of overall situation and provide suggestion on the most beneficial solution to achieve the activity outcome;
- Quality translation and interpretation provided as requested;
- Effective coordination with stakeholders and completion of meetings, events, workshops, trainings, and conference according to the task assigned;
- Completion of logistical arrangements for the project team according to travel and project workplan;
- Completion of goods and services delivery according to the UNDP Rules and Regulations;

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

Bachelor’s degree in Political Science, Law, Social Science, Development, Public Administration, International Relations, or other related fields.

Required experience

24 months

Experience Remark

- At least 2 years of professional experience on Social Science, Political Science, Public Administration, Economics, or related
Experience in research skills including ability to conduct literature reviews, design and administer questionnaires or surveys, and synthesize such data and information;
- Experience in meeting arrangement, data gathering, documentation in Thai and English of the new initiatives, power point presentation;
- Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint;
- Strong Interpersonal skill and experience working with government and civil society is an asset;
- Ability to work under pressure and time constraint;
- Excellent written and oral communication skills; and-
- Previous work in assisting project management is an asset;

Language
- English (Mandatory), Level - Fluent
- AND - Thai (Mandatory), Level - Fluent

Area of Expertise
- Development programme/project administration Mandatory

Area of Expertise Requirement
Administration and project management

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration and official processes;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- Leave management;

22 Jul 2020
- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

**Application Code**

THAR000363-7482

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup). Then apply via the “Apply” link below.

**Watch this video for the specific steps you must follow to register on the UN Volunteers’ Global Talent Pool**

[https://www.youtube.com/watch?v=VT5uJ_FolWU](https://www.youtube.com/watch?v=VT5uJ_FolWU)

* Already registered in the UNV Talent Pool?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile) then apply via the “Apply” link below.

**Application deadline: 04 Aug 2020**

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/VEhBUjAwMDM2Mw==](https://vmam.unv.org//candidate/show-doa/VEhBUjAwMDM2Mw==)

**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.